

Docket Report

For Trustees and Attorneys

This lesson describes the public Docket Report, sometimes called a Docket Sheet, and how it can be generated.

- STEP 1** After you have logged in to CM/ECF, click on the Reports hyperlink on the CM/ECF Main Menu (See Figure 1).

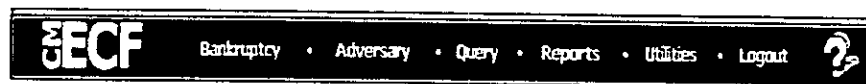


Figure 1

- STEP 2** The REPORTS screen displays, with a list of reports that can be generated (See Figure 2).



Figure 2

- ◆ Click on the Docket Report hyperlink.

STEP 3

The PACER LOGIN screen displays (See Figure 3).

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout

301-6440.

An access fee of \$.07 per page, as approved by the Judicial Conference of the United States at its September 1998 session, will be assessed for access to this service. All inquiries will be charged to your PACER login that is kept on file. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.

Authentication

Login: _____

Password: _____

Client code: _____

☐ Make this my default PACER login

Login Reset

Figure 3

NOTE:

Access to any CM/ECF queries or reports by non-court users must be through the Public Access to Court Electronic Records (PACER) program. If you have not done so already, you must register with the PACER Service Center to be given a login and password. Note the information that is provided to users on the screen above.

- ◆ Enter your PACER Login and Password. (These fields are case sensitive).
- ◆ Enter the Client Code (optional). This optional field is used for billing by PACER users. The data will be included in PACER billing reports.

NOTE: If you click in the Make this my default PACER login box, your login will automatically appear each time you attempt to access PACER. If you click on the [Reset] button, all entries will be cleared.

- ◆ Click on the [Login] button.

STEP 4

The **DOCKET REPORT** selection screen displays (See Figure 4).

The screenshot shows the 'Docket Sheet' selection screen in the CM/ECF system. At the top, there is a navigation bar with 'Query', 'Reports', 'Utilities', and 'Logout' links, along with a help icon. The main form area contains the following fields and controls:

- Case number:** A text field with '00-10122' entered.
- Entered/Filed:** Radio buttons for 'Entered' and 'Filed'. The 'Entered' button is selected.
- Documents:** Two text fields for 'to' and 'from' dates, currently empty.
- Include terminated parties:** A checked checkbox.
- Sort by:** A dropdown menu with 'Oldest date first' selected.
- Buttons:** 'Run Report' and 'Clear' buttons at the bottom.

Figure 4

- ◆ The following fields are available for selecting/entering criteria for generating the Docket Report:

- **Case number** – The number of the last case you accessed during the current CM/ECF session appears automatically. Type another case number if you want to view the docket report for a different case. This is a required field.

- **Entered/Filed** – To limit which entries are shown by date, select either "Entered" (when the entry was recorded by the court in CM/ECF) or "Filed" (when the document was filed).

Enter the start and stop date in the format mm/dd/yy or mm/dd/yyyy.

You can enter a start date with no end date, which will include all entries from the date specified onward, or you can enter an end date with no start date, which will include all entries up to the specified date. If no dates are entered, all entries will be selected.

- **Documents** – To limit entries by document number, enter the beginning and ending numbers. This feature enables users to be charged only for the desired data on large cases.
- **Include terminated parties** – A check mark in this box will include any parties that have been terminated from the case. Uncheck the box to show only current parties in the case.
- **Sort by** – This selection allows you to sort the entries in the report by "Oldest date first" or "Most recent date first". This can also affect the number of pages and PACER charges if you are interested only in the most current activity.

- ◆ The [Clear] button will reset all fields to their default values.

- ◆ After entering your criteria, click on the [Run Report] button.

STEP 5: The DOCKET REPORT displays (See Figure 5a):



 Query • Reports • Utilities • Logout 		
CLAIMS, FeeDueINST		
U.S. Bankruptcy Court TTSD Training Database (Pleasantville) Bankruptcy Petition #: 00-10122		
Assigned to: Honorable Lilian Strasberg Chapter 7 Voluntary No asset		Date Filed: 08/01/2000 Date Discharged: 01/05/2001
Dale A. Daniels 15103 Sun Trail Pleasantville, LA 54103 SSN: 301-42-6561 Debtor		represented by Brown N. Williamson Bruce Williams, Esq. Williams & Saronofsky 555 Huntington Place Portland, ME 02115 Email: bwilliams@att.net
Julian Mayfair Reynolds Plaza 101 Kingfisher Boulevard New Orleans, LA 70130 Trustee		
Docket Date	#	Docket Text
01/04/2001	1	Chapter 7 Voluntary Petition. Receipt Number cc, Fee Amount \$200. Filed by Dale A. Daniels. (Stevens, Kate) (Entered: 01/04/2001)
01/05/2001		Order Discharging Debtor Signed on 1/5/2001. (Johnson, Jill) (Entered: 01/05/2001)
01/07/2001		Meeting of Creditors. 341(a) meeting to be held on 2/5/2001 at 10:00 AM at Room 509, Federal Courthouse. Last day to oppose discharge or dischargeability is 4/5/2001. Proofs of Claims due by 5/8/2001. (Stevens, Kate) (Entered: 01/07/2001)
01/07/2001	2	Order to Appear and Show Cause Signed on 1/7/2001. Show Cause hearing to be held on 8/28/2000 at 03:00 PM at Green Valley, Courtroom 3. (Stevens, Kate) (Entered: 01/07/2001)
01/08/2001	3	Application to Pay Filing Fee in Installments. Filed by Dale A. Daniels. (Fletcher, William) (Entered: 01/08/2001)
01/08/2001		Trustee's Report of No Distribution: Trustee of this estate reports and certifies that the trustee has performed the duties required of a trustee under 11 U.S.C. 704 and has concluded that there are no assets to administer. () (Entered: 01/08/2001)

Figure 5a

NOTE: Any "Case Flags" pertaining to the status of the case will be displayed at the top-right corner of the report. This particular case has two (2) flags: Claims have been docketed to this case, and Fee Installment Payments are due.

- ◆ If you click on a "blue" document number hyperlink, the following will be displayed, allowing you to view the associated PDF document for that docket entry (See Figure 5b).

Official Form 11 (04/97)	
FORM 51 United States Bankruptcy Court District of: _____	
Voluntary Petition	
Name of Debtor (Individual, enter Last, First, Middle):	Name of Joint Debtor (Spouse) (Last, First, Middle):
All Other Names used by the Debtor in the last 6 years (include married, maiden, and trade names):	All Other Names used by the Joint Debtor in the last 6 years (include married, maiden, and trade names):
Soc. Sec./Tax I.D. No. (if more than one, enter all):	Soc. Sec./Tax I.D. No. (if more than one, enter all):
Street Address of Debtor (No. & Street, City, State & Zip Code):	Street Address of Joint Debtor (No. & Street, City, State & Zip Code):
County of Residence or of the Principal Place of Business:	County of Residence or of the Principal Place of Business:
Mailing Address of Debtor (if different from above address):	Mailing Address of Joint Debtor (if different from above address):
Location of Principal Place of Business Debtor (if different from above address enter):	

Figure 5b

- ◆ A Transaction Receipt will be displayed at the end of the report indicating the number of billable pages (See Figure 5c).

ECF Query • Reports • Utilities • Logout			
To accept charges shown below, click on the "View Document" button, otherwise click the "Back" button on your browser.			
Pacer Service Center Transaction Receipt			
Fri Jun 19 15:08:45 CDT 2001			
Pacer Login:	400022	Client Code:	
Description:	Image	Case Number:	00-10122
Billable Pages:	1	Cost:	0.07
View Document			

Figure 5c

- ◆ Click on the **[View Document]** button to view the associated PDF document.
- ◆ After viewing the PDF document, click on the **[Back]** icon of your internet browser's tool bar to return to the previously displayed screens.

NOTE: DO NOT exit out of your document reader by using the Close "X" button at the top-right corner of your screen. This will exit you out of CM/ECF.